

1. Application Date <b>5-17-73</b>		INSTRUCTION: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>JUN 13 1973 73-403</b> <b>JUN 18 1973</b>			
2. Agency Application No. <b>7</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Ga. Dept. of Labor      Labor Bldg., Atlanta, Ga. 30323</b> <b>Employment Security Agency</b> <b>Unemployment Insurance Div.</b> <b>Investigation Section</b>		4. Person to Contact <b>Patrick A. Fridell</b>			
				5. Working Title <b>Chief</b>		6. Tel. No. <b>656-3060</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Earliest & Latest Dates of Series <b>1962 to PRESENT</b>		9. Exact Series Title <b>Claimstakers Initial Identification Files</b>					
10. What is the function of the office in which this record series is created? The function of the Unemployment Insurance Div. is to implement the Ga. Employment Security Law which requires that legal entities employing workers in Ga. report and pay taxes on the wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own when they comply with certain other requirements. The Investigation Section is responsible for establishing overpayments on and making all reasonable efforts to recover any such benefits paid through error, administrative redetermination or occasioned by fraud.							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents (3" X 5" Cards) relating to the identification of claimstaker's for the purpose of drafting accusation in prosecution cases. Included are cards being specimen signature and initials of claimstakers throughout the state. The files are arranged by local office.							
ATTACH SAMPLES OF THE FILE							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers							
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s)	In Storage Area(s)
5" X 8"		1				This Year's	Last Year's
				AVERAGE DAILY REFERENCES		Preceding Year's	All Prior Years
						5	5
						3	3

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [X]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] [X]
16. Does the series contain classified information requiring security handling? [X] [ ]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? with difficulty [X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [X]

24. REQUIREMENTS. The following requires the files to be kept Indefinitely years:

a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [X] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Because of the rapid turnover of claims personnel and the length of time between claimstaking to prosecution some means of identifying claims personnel is essential.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [X] OTHER not obsolete see below, then:

- [ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [X] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.

[X] Other: (Specify) *upon termination of claims taken employment, place card in the inactive file, then cut off inactive file at end of each calendar year; then hold in current files area 2 years, then destroy.*

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John C. Arnold</i>		Date <i>6-7-73</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	[X] Approved [ ] Disapproved	<i>[Signature]</i>	<i>5-17-73</i>
	State Auditor/Designee	[X] Approved [ ] Disapproved	<i>William M. Dizon</i>	<i>6-14-73</i>
	Secretary of State/Designee	[X] Approved [ ] Disapproved	<i>Gen. W. Fortson</i>	<i>6-13-73</i>
	Attorney General/Designee	[X] Approved [ ] Disapproved	<i>R. W. J. [Signature]</i>	<i>6-18-73</i>

STATE RECORDS  
COMMITTEE